

ANNEX B TO DNAS OPORDER 20/004 - LOGISTICS

1. Provisions.

a. Responsibility.

(1) Paying Agents. Paying Agents are responsible for the proper provisioning of their STC. They will be accountable to the Midshipmen Food Service Officer (MFSO) for the proper disposition of provisioning funds.

(2) Designated Supply Officers. One midshipman aboard each STC will be designated as Supply Officer. Their duties and responsibilities are defined in reference (a), Section 209.4.

b. Policy. Unless otherwise stated, the cost of food provided to midshipmen will be underwritten by the Midshipmen Food Service Division (MFSD).

(1) Midshipmen who participate in the Navy Sailing Summer Cruise Program will receive a food allowance from the MFSD.

(2) Military personnel will be expected to pay their pro-rated share of the total cost incurred during their cruise. They are compensated through a Basic Allowance for Subsistence.

(3) Non-military participants will be issued cost orders. These individuals will be expected to pay their pro-rated share of the total cost incurred during their cruise. They will be reimbursed for their expenses by filing a travel claim, which is submitted upon cruise completion.

c. Mess Accounting Procedures for the CSNTS Program.

(1) Prior to departing on summer cruise, the XO from each STC will receive a rations check which should cover the cost for all underway meals for the midshipmen. The formula for computing the amount of rations is as follows:

$$(\# \text{ of midshipmen}) \times (\# \text{ of days underway}) \times (\$6.35)$$

For CSNTS cruises, the number of days underway is 7. Each skipper/XO (unless they are a midshipman) will add \$44.45 to the food money. The total money available for food will

be \$444.50 per boat. The XO will use this money to purchase provisions for their vessel.

(2) Money disbursed by the MFSO may not be used for any items other than food. In the event the amount supplied by the MFSO is depleted, individuals aboard the vessel must absorb the cost overrun themselves. Funds remaining should be returned to the Sailing Program Deputy for Finance and Administration, Joni Palmer.

(3) Upon return from cruise, the XO must submit receipts for all funds expended and any funds left over should be turned over to the Sailing Program Deputy for Finance and Administration. Original receipts shall be taped to the front side of an 8½" X 11" sheet of paper.

d. When provisioning, Supply Officers should use available commissaries and other military procurement facilities. Each XO will receive a complimentary business membership to a local discount food warehouse.

## 2. Operating Target (OPTAR) Funds.

a. Paying Agents. The OTC of each squadron and OIC of each STC will be assigned OPTAR funds, and will be designated as a Paying Agent. Paying Agents will be accountable to the Disbursing Officer, Personnel Support Detachment, Annapolis for the funds entrusted to them. They will sign a designation letter detailing their duties and responsibilities as Paying Agents.

### b. Procedures for Handling OPTAR Funds.

(1) OPTAR funds will be distributed to Paying Agents in advance by government check or cash, and may be converted by the Paying Agent into cash or traveler's checks for ease of use and safety.

(2) All routine STC-related expenses such as fuel, ice, dockage, small sail repairs, and inexpensive repair parts will be paid for with the STC's OPTAR funds. Non-consumable items such as binoculars, hand-held Global Positioning System (GPS) units, hand-held radios, etc., shall not be purchased with OPTAR funds. Any non-consumable item purchased is considered property

of the U.S. Navy and must be turned in to the Navy Sailing staff at the end of the cruise block.

(3) OPTAR funds may not be used to purchase food rations.

(4) Receipts are required for all OPTAR expenditures. Sales tax will be paid since OPTAR purchases do not fall under the guidelines for using a tax-exempt number.

(5) Paying Agents shall provide written accounting for all OPTAR Funds, along with all receipts and unused funds, to the Navy Sailing staff at the end of the cruise block. Original receipts shall be taped to the front side of an 8½" X 11" sheet of paper.

### 3. Purchase Orders.

a. General. Any expenses that will exceed the OTC's OPTAR, or reduce it below an acceptable level, will require the use of an alternative source of funds via Purchase Order (NAVSUP 1155) Procedures.

b. Purchase Order (NAVSUP 1155) Procedures. In the event the projected cost of repairs or services is substantial, the skipper/OTC must contact the NSDO to get DNAS approval. The NSDO will then coordinate with Joni Palmer during normal business hours; outside of business hours, NSDO will coordinate with SK2 Alvarez (duty phone) for any purchases under \$2,500, or Glenda Brooks (410-320-9279) in order to obtain a purchase order authorization. When requesting purchase order repairs, the following information should be provided:

(1) STC name

(2) Skipper name

(3) STC location

(4) Nature of the casualty. The problem description must be kept very basic, since most people taking the information will be unfamiliar with STC nomenclature.

(5) Proposed corrective action to include estimated time of repair and estimated cost.

(6) Name of the vendor, including mailing address and telephone number.

If DNAS or his maintenance representative authorizes the purchase, the Naval Academy Purchasing Officer will issue a purchase order number to the skipper and mail a NAVSUP 1155 purchase order to the vendor for the required amount. It should be noted that no repairs or services, for which the total cost will exceed 2,500 dollars, may be commenced prior to the issuance of a purchase order number.

4. Travel Claims. Prior to detaching from the summer cruise block, personnel must file their travel claims through the CSNTS/VOST Operations Officer. Travel claim settlements typically require 4 to 6 weeks for processing.

5. Mail. U.S. mail for midshipmen will be held at the Naval Academy Post Office. Under no circumstances, should midshipmen direct personal mail to the RCC.